



CITY OF HOUSTON

Job Posting

Applications accepted from:	All PERSONS INTERESTED
Job Classification	Staff Analyst (Exec Level) (Environmental Analyst)
Posting Number	PN# 110769
Department	Mayor's Office
Division	Executive Division
Section	Office of Environmental Programming
Reporting Location	900 Bagby
Workdays & Hours	*M-F, 8:00 – 5:00pm
*Subject to change	

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Under the direction of the Director of Environmental Programming, this person will explore opportunities to expand recycling in the City of Houston. The environmental analyst is responsible for locating and developing recycling programs outside of the curbside recycling program. Responsibilities include participating in the planning and development of all aspects of the various events/programs; preparing, tracking and analyzing financial data relating to the events/programs; preparing and distributing informational materials; identifying, tracking, and managing milestones, and locating and securing grant funding. Internal work will include finding opportunities for the City to increase recycling and reuse of materials as well as coordinating with the Solid Waste Department in the developed recycling events/programs. External work will include identifying markets for recycled material, as well as interacting with potential recycling partners, recycling companies, and local, state, and federal agencies. The primary goal of this position is to expand the recycling system in a cost effective manner. Other goals for this position are to assist in communication of the recycling efforts, and other environmental tasks as assigned. Tasks may include projects in air quality, water quality, or sustainable development. Over time it is expected that this position will focus more on air and water quality issues than recycling issues.

WORKING CONDITIONS

The position is physically comfortable; the individual has the discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree.

MINIMUM EXPERIENCE REQUIREMENTS

The ideal candidate will be motivated, analytical, and capable of communicating effectively.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference will be given to candidates that are good communicators and dedicated to recycling. Preference will also be given to applicants proficient in Microsoft Word and Excel. .

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 26
\$1,587 - 2,302 Biweekly \$41,262 - 59,852 Annually

OPENING DATE

May 24, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-9416. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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